



# WASHOE COUNTY

Integrity Communication Service  
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CM/ACM	_____
Finance	_____ ✓
DA	_____
Risk Mgt	_____ ✓
HR	_____ n/a
Other	_____ ✓
Grants	_____ ✓

## STAFF REPORT

BOARD MEETING DATE: January 10, 2017

**DATE:** Wednesday, December 21, 2016

**TO:** Board of County Commissioners

**FROM:** Dexter C. Thomas, Court Administrator, Reno Justice Court  
(775) 325-6543, [dthomas@washoecounty.us](mailto:dthomas@washoecounty.us) , and  
Mark Mathers, Budget Manager  
(775) 328-2071, [mmathers@washoecounty.us](mailto:mmathers@washoecounty.us)

**THROUGH:** Peter Sferrazza, Chief Judge, Reno Justice Court, 325-6550,  
[psferrazza@washoecounty.us](mailto:psferrazza@washoecounty.us)

**SUBJECT:** Acknowledgment of Publication of Notice of Intent to Augment Budgets and approval of the attached resolution to augment the Other Restricted Special Revenue Fund in the amount of \$420,000 to appropriate Reno Justice Court's collection fee revenue generated from previously unbudgeted sources; and direct the Comptroller to make the appropriate budget adjustments (net impact to General Fund is zero). (All Commission Districts)

### SUMMARY

Reno Justice Court is requesting Board approval to authorize the Comptroller to transfer the balance of funds collected from collection fees from a liability account 240124 to internal order IN20433 in Reno Justice Court's cost center. Additionally, Reno Justice Court is requesting that a budget be established in FY 2017 so that collection fee revenue can be used per NRS 176.064. Money collected from court imposed collection fees can be used to develop and implement programs for the collection of fines and fees or to improve court operations by providing funding for a civil law self-help center or funding court security personnel and equipment for a regional justice center that includes the justice courts of that county. Pursuant to NRS 354.598005, the appropriation of revenues generated from previously unbudgeted sources requires a budget augmentation and for funds receiving ad valorem taxes, publication of a notice of intention to augment.

**Washoe County's Strategic Objective supported by this item:** Safe, secure and healthy communities.

AGENDA ITEM # 6

**PREVIOUS ACTION**

On August 9, 2016, the Board of County Commissioners approved a contract joinder for Washoe County Justice Courts to utilize Valley Collection Service, LLC as a third party collection service.

**BACKGROUND**

In 2011, a liability account was created for the collection fees associated with NRS 176.064, on citation cases with unpaid administrative assessments, fines, or fees for the Reno Justice Court. Since the adoption, an average of \$155,000 per year has been collected and as of November 21, 2016, there is approximately \$420,000 in the liability account. Recently, IN20433 was established as a special account in the Other Restricted Fund (Fund 270) to manage the revenue and expenses associated with the collection fee; thus eliminating the need for the liability account.

The Reno Justice Court requests the full balance of liability account 240124 be transferred to IN20433 as part of the FY 2017 budget. This will allow the court to improve court operations pursuant to NRS 176.064, as these revenue collections can be used to develop and implement a program for the collection of fines and fees or to improve court operations by providing funding for a civil law self-help center or funding court security personal and equipment for a regional justice center that includes the justice courts of that county.

**FISCAL IMPACT**

There is no General Fund fiscal impact to transfer the balance of liability account 240124 to internal order 20433 and adopt the proposed budget with full spending authority for Reno Justice Court for expenses allowable by NRS 176.064.

<b>Cost Object</b>	<b>G/L Account</b>	<b>Amount</b>
Revenue:		
IN20433	471200-Court Fines and Fees	\$ 420,000.00
Expenditures:		
IN20433	701130 – Pooled Positions	\$ 75,000.00
IN20433	701120 – Part Time	\$ 25,000.00
IN20433	710200 – Service Contract	\$ 240,000.00
IN20433	710500 – Other Expense	\$ 80,000.00

Intermittent positions funded by this budget augmentation currently exist in the court's budget.

**RECOMMENDATION**

It is recommended that the Board of County Commissioners acknowledge the publication of notice of intent to augment budgets and approve the resolution to augment the Other Restricted Special Revenue Fund in the amount of \$420,000 to appropriate Reno Justice

Court's collection fee revenue generated from previously unbudgeted sources; and direct the Comptroller to make the appropriate budget adjustments

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be:  
"Move to acknowledge the publication of notice of intent to augment budgets and approve the resolution to augment the Other Restricted Special Revenue Fund in the amount of \$420,000 to appropriate Reno Justice Court's collection fee revenue generated from previously unbudgeted sources; and direct the Comptroller to make the appropriate budget adjustments."

RESOLUTION  
TO AUGMENT THE 2016-2017 BUDGET OF THE  
WASHOE COUNTY OTHER RESTRICTED SPECIAL REVENUE FUND

WHEREAS, total resources of the Other Restricted Special Revenue Fund of Washoe County were budgeted to be \$16,653,700 on July 1, 2016; and

WHEREAS, the total available resources are now determined to be \$17,073,700.

WHEREAS, said additional unanticipated resources are as follows:

Collection Fees – Reno Justice Court	\$ 420,000.00
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WHEREAS, there is a need to apply these excess proceeds in the Other Restricted Special Revenue Fund.

NOW THEREFORE BE IT RESOLVED, by the Board of County Commissioners of the County of Washoe, State of Nevada:

Section 1. That Washoe County shall augment its 2016-17 budget by appropriating \$420,000 for use in the Other Restricted Special Revenue Fund, thereby increasing its appropriations from \$15,071,901.48 to \$15,491,901.48 as follows:

	<u><i>Increase Revenues</i></u>	
IN 20433 – Collection Fees (NRS 176.064)		\$ 420,000.00

	<u><i>Increase Expenditures</i></u>	
IN 20433-701130 Pooled Positions		\$ 75,000.00
IN 20433-701120 Part Time		\$ 25,000.00
IN 20433-701130 Service Contract		\$ 240,000.00
IN 20433-701130 Other Expense		\$ 80,000.00
Total Increase in Expenditures		\$ 420,000.00

Section 2. This Resolution shall be effective on passage and approval.

Section 3. The County Clerk is hereby directed to distribute copies of the Resolution to the Department of Taxation, Comptroller, and the Budget Office.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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Chairman, Washoe County  
Board of County Commissioners

ATTEST:

\_\_\_\_\_  
County Clerk